

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NEW YORK
VACANCY ANNOUNCEMENT NO. 09-05**

Opening Date: September 1, 2009 **Closing Date:** September 30, 2009

LOCATION OF POSITION: **BUFFALO, NEW YORK**
POSITION TITLE: **CHIEF U.S. PROBATION OFFICER**
SALARY RANGE: **JSP 15 - 17 (\$114,244-\$167,200)**
STARTING DATE: **JANUARY 1, 2010**

DESCRIPTION OF DISTRICT, WORKLOAD, POSITION OVERVIEW AND DUTIES:

District: The Western District of New York encompasses 17 counties and consists of two offices. There are three active district judges, three senior judges, and six full-time magistrate judges.

Workload: Present workload includes supervision of probationers, supervised releasees, parolees, military parolees, pretrial releasees and pretrial diversion cases, and the preparation of presentence investigations and all other types of investigations (including bail and pretrial diversion) for the court.

Position Overview: The Chief U.S. Probation Officer administers and manages the presentence investigation unit and the federal probation, parole, supervised release and pretrial services for the Western District of New York, which is headquartered in Buffalo and has a divisional office in Rochester. The Chief U.S. Probation Officer is under the administrative direction of the Chief U.S. District Judge and is directly responsible for the administration of the United States Probation Office.

Representative Duties: A Chief U.S. Probation Officer performs duties and responsibilities such as the following:

1. Organizes the probation office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities, including effective case supervision of probationers, parolees, defendants on pretrial release and persons on supervised release.
2. Reviews, analyzes, and interprets statutory, Judicial Conference, U.S. Sentencing Commission, and Parole Commission requirements for the administration of probation, parole and pretrial services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
3. Maintains administrative liaison with the court of jurisdiction, including promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery.
4. Selects and recommends candidates for appointment as probation officers to the court, and appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters, including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are carefully selected and adequately trained; and makes certain the work of all employees is systematically evaluated.
5. Manages the staff of the office including all supervisory, professional, administrative and clerical personnel.
6. Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies. Oversees the solicitation and implementation of treatment contractual services.
7. Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
8. Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.
9. Maintains liaison with the chief judge and other judges; makes specific recommendations regarding court-related criminal justice issues, with particular emphasis on matters relating to sound sentencing and supervision practices.
10. Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.
11. Establishes and maintains cooperative relationships with all components of the criminal justice system, including federal, state, and local law enforcement, correctional, and social service agencies.
12. Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale.
13. Develops and maintains a public relations program that explains court and other correctional services to the community; assumes responsibility for communication with the news media.
14. Monitors community events and issues with special attention to alleviating hazardous office and field incidents.
15. Performs related duties as required by the court.

QUALIFICATIONS: To qualify for the position of chief probation officer at JSP-15, 16, or 17, an applicant must have a bachelor's degree from an accredited college or university and possess three years of specialized experience, one of which must have been at the next lower grade level or its equivalent. The three years of specialized experience is mandatory and does not permit any substitutions.

SPECIALIZED EXPERIENCE: Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs is required. Experience as a police officer, FBI agent, customs agent, marshal, or in similar positions does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been

granted.

PREFERRED EDUCATION AND EXPERIENCE: Additional qualifications, skill, and experience preferred, but not required:

A graduate degree in a closely related field. Previous management/leadership experience, education, or training relevant to United States Probation Office operations. Substantial high-level management experience in financial management, oversight of information technology and human resources functions, and experience in long and short-range planning. Excellent analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise, and initiative; and must maintain a professional appearance and demeanor at all times. Ability to meet with the public, work harmoniously with others, and communicate effectively, both orally and in writing, is required. Must be flexible and conscientious about detail and accuracy. Must be able to balance the demands of varying workload responsibilities and deadlines.

SUBSTITUTIONS: Three years of substantial management experience may be substituted for the requirement that one of the three years of specialized experience be at or equivalent to the next lower grade level. If the person does not have three years of substantial management experience, then one of the years of specialized experience must have been at or equivalent to the next lower grade level. Substantial management experience is high-level administrative experience that provides a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning.

HAZARDOUS DUTY REQUIREMENTS, BACKGROUND INVESTIGATIONS, DRUG SCREENING & MEDICAL STANDARDS:

In order to meet the hazardous duty retirement requirements for Law Enforcement Officers under the Federal Employees Retirement System or Civil Service Retirement System, an applicant must have been appointed to a qualifying federal law enforcement position prior to their 37th birthday and must have at least three years of primary law enforcement (line officer) experience. Applicants 37 or over who have previous law enforcement officer experience under the Federal Employees Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement. **An appointee who does not meet the above requirements will not be eligible for the enhanced hazardous duty retirement package.** (Note: State or local law enforcement time in service is not creditable.)

If the final candidate is a first-time appointee to a position covered under federal law enforcement retirement provisions, the selectee must undergo a medical examination and drug screening prior to appointment. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. The final candidate must successfully complete a ten-year background investigation conducted by the Office of Personnel Management. In addition, as conditions of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial service officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

BENEFITS: Eligible employees are entitled to benefits which include retirement, health, dental, vision and life insurance, paid holidays, leave accrual, and periodic salary increases.

APPLICATION PROCESS: Qualified applicants should submit a letter of application, resume, and application form AO78 (available on the United States Probation Office website at www.nywp.uscourts.gov) to:

**Mr. Michael J. Roemer
Clerk of Court
304 U.S. Courthouse
68 Court Street
Buffalo, New York 14202**

The United States District Court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request. Only qualified applicants will be considered for this position. Applicants selected for interviews will be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. citizens or eligible to work in the United States. Applications received after the closing date will not be considered.

The Federal Financial Reform Act requires mandatory electronic direct deposit of salary payment.

Employees of the United States District Court are not included in the government's Civil Service classification but are under an excepted appointment and therefore serve at will.

The employing agency reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.